

Hello Member Artisans,

We have the opportunity to hold our fall **ARTISANity 2023, Friday, Nov 3 and Saturday, Nov 4** in Peterborough Square. As we continue to build our customer base for ARTISANity, organized by Artisans Centre Peterborough, this is an opportunity for you, as a member, to sell your work. It is an especially good opportunity for those members who usually do not participate in shows to sell a few items at little cost. We have purposely kept the costs low to provide this as a service to you. A 25% commission from the proceeds of each sale item will go towards supporting Artisans Centre Peterborough and show costs. The commission includes the costs of debit and credit card sales.

Registrations will be accepted on a first come basis but representation from each guild will be considered if necessary. Every vendor must volunteer for shifts at the sale and a pre-show job. All items for sale will be juried to make sure they meet the quality expected for the show.

We hope all of you will be diligent in spreading the word about ARTISANity and encouraging everyone you know to come. Please encourage your fellow guild members to participate.

How to participate:

1. Send an **email** to artisanity@artisanscentre.ca including your name, phone number, and guild to reserve your place as soon as possible.
2. **Fill in the registration form and write a cheque** payable to Artisans Centre Peterborough. See the registration form for an e-transfer option. **Mail or drop off** payment at the Artisans Centre Peterborough, 360 George St. N. Unit3, Peterborough, K9J 7E7 before **Oct 10** for the **early bird registration fee of \$30.00**. After that date the registration fee will be \$40.00.
3. You must bring your items, properly priced and tagged with your assigned code, to set them in a designated space on Friday Nov 3 between 9 and 10 am. A fee of \$50 will be added if you are not able to do this or to pick up your items at the end of the sale.

Your Show Coordinators

Barbara Bellchambers bellcham75@gmail.com

Anne Carling gourdjest@outlook.com

Leslie Gifford Cook lbg@nexicom.net

ARTISANity Show and Sale 2023

REGISTRATION FORM

Peterborough Square

Friday Nov 3, 12 to 9 pm,

Saturday Nov 4, 9 am to 3 pm



To indicate your interest in participating in this sale please email your name, guild, and phone number and preshow job preference to: artisanity@artisanscentre.ca. To sell items outside your guild's product line, email a photo to be juried. **All forms must be received by Oct 10** for the early bird rate.

Name: _____ E-mail: _____

Mailing Address: _____ City: _____

Phone Number: _____ 3 letter ID #: _____ Guild membership: _____

Please initial each box that applies and sign below:

☐ I have enclosed my \$30.00 early bird cheque by Oct 10 made payable to Artisans Centre Peterborough. For e-transfer use payments@artisanscentre.ca with the memo - Artisanity **OR**

☐ I have enclosed my \$40.00 cheque made payable to Artisans Centre Peterborough. Or sent an e-transfer to payments@artisanscentre.ca

☐ I will pick up my sale tag stubs 2 weeks after the sale.

☐ I will accept an E-transfer of my proceeds at _____ email for transfer.

☐ I require a written cheque for my proceeds and have enclosed a stamped, self-addressed envelope.

☐ I have volunteered to do _____ jobs.

☐ I will print and attach the sales tags provided to each of my items including the ID code listed above

☐ I understand that a 25% commission will be taken on each item to support the ACP.

☐ I understand that I am responsible for my sales items (tax, insurance etc.)

☐ I will not hold the ACP responsible for any damages **or items stolen** while in the ARTISANity Sale

☐ I will deliver and pick up my items in the sale space in Peterborough Square between 9 - 10 am Nov 3 and pick up unsold items after 3:00 Nov 4 (unless participating in the Pop-up sales following Artisanity).

☐ I will be supplying my own display stands as listed below.

Signature: _____

Forms and cheques may be delivered to or mailed to:

Artisans Centre Peterborough, 360 George St. North unit #3, Peterborough K9J 7E7

Volunteer Tasks for ARTISANity Participants

Before the ARTISANity show: Please rank your preferred tasks 1st, 2nd, 3rd

1. **Everyone:** will email provided promotion to their contacts or social media (if applicable).
2. Distribute rack cards and posters –**everyone** plus additional 2 people needed
In Peterborough _____ or to Surrounding communities _____
3. Online advertising to begin immediately, 3 people needed _____
4. Prepare road signs before placement _____
5. Put out before and take down afterwards road signs, 2 people needed _____
6. Set up on April 27th help move tables, put out display stands, hang banners, put on tablecloths

7. Item Display, 2 people needed morning of April 28th _____

During the ARTISANity as scheduled: Please indicate your preferred task(s):

1. Wrappers _____
2. And/or Floor Assistants _____
3. Take down: **everyone**

Volunteer Job Descriptions

Poster Distribution – take cards and posters to display spots in Peterborough - bulletin boards, rack card stands, community spaces.

OR -- drive cards and posters to an outside community i.e. Lakefield, Bridgenorth, Ennismore, Lindsay, Warsaw, Keene, Millbrook, Buckhorn, Bobcaygeon.

Online Advertising -- post online ads to community forums and social media **ASAP**

Preparing Road Signs - prepare road signs before they go out, put on stakes, update

Road Sign placement – put up signs on the Sunday afternoon or Monday morning before the show and to take them down the last day of the show in the late afternoon or the day after.

Set up and take down – move tables, hang banners and signs, build display stands.

Tablecloths and decoration - put on table cloths, after remove, fold and wash.

Wrappers + Tag taker – 1 person per shift – wrap purchases to protect items, check items are paid for, collect and sort tags, provide business cards/flyers.

Floor Assistants – 2 persons per shift – provide security to prevent theft, greet, inform, and assists customers.